

## **COURT ADMINISTRATIVE ANALYST**

### **DEFINITION**

Under direction, assists higher level management with budget preparation, fiscal management, special projects, organization and re-engineering studies, general administration; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the fully experienced class in which incumbents analyze a variety of complex problems and recommend and implement solutions. Incumbents may supervise a small clerical or technical group of employees, but analytical problem solving is the critical component of the job.

### **ESSENTIAL FUNCTIONS**

1. Perform a variety of administrative assignments involving the compilation, review and dissemination of program and project data and information; compile data from various sources and arrange in proper format; perform statistical computations; prepare narrative and statistical reports, letters and memoranda as requested; review and evaluate data and develop written recommendations for review.
2. Provide expert professional assistance in matters related to coordinating assigned projects by reviewing program objectives, compliance procedures and timelines; meet with others to provide and clarify information concerning modifications, revisions and new directives.
3. Undertake a variety of analytical, administrative and operational studies including cost/benefit analyses, equipment usage, staffing patterns, work flow, space utilization; coordinate, prepare and present various agendas, reports and written materials and develop and implement various systems, procedures and standards.
4. Represents the Court in designated meetings; participates in committees and/or task forces concerned with matters involving Court administration, management, fiscal/budgetary and personnel; coordinates with county and state management staffs.

5. Reviews current and pending legislation to determine effects on Court operations; provides recommendations.
6. Prepares and reviews grant proposals; interfaces with governmental agencies regarding requirements for obtaining funds.
7. Develops and processes bid proposals and agreements; interprets and monitors terms of contract.
8. May supervise a small staff; assigns and evaluates their work.
9. Performs related duties as assigned.

### ***MINIMUM QUALIFICATIONS***

Graduation from an accredited college or university with a Bachelor's degree in public, business or criminal justice administration or closely related field or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience in working in a court or legal environment is desirable.

#### ***Knowledge of***

Principles of public administration and management; methods of problem and systems analysis; management information systems; office methods and procedures; basic mathematics and statistical analysis; data collection, analysis and display; report preparation and writing; functions and operations of the Court; principles of cost/benefit analysis, accounting, budget preparation, purchasing, planning, personnel administration and supervision; principles and practices of supervision.

#### ***Ability to***

Deal with sensitive and confidential issues with tact and diplomacy; establish and maintain effective working relationships with persons of professional status, both individually and in groups; conduct and facilitate meetings; gain the cooperation of associates and subordinates; work with minimal direction and under strict time constraints; communicate effectively, both orally and in writing; problem solve and make effective decisions; schedule, assign and review the work of others.

#### ***Special Requirements***

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

Revised 1/02